

<div>佐世保基地空席広報</div> <div>VACANCY ANNOUNCEMENT</div>		<div>広報番号 : Announcement No.</div> <div>3-2007-FISC-SA</div>
		<div>募集締切日: Closing Date</div> <div>13 Feb 07</div>
		<div>発行日: Date of Issue</div> <div>24 Jan 07</div>
<div>1.職種名 Job title (等級 Grade <u>1-4</u> / 語学等級 LAD <u>2</u>)</div> <div>Procurement Clerk, 158</div> <div>受諾可能な下位等級 Acceptable trainee level: N/A</div> <div><div><input checked="" type="checkbox"/> 事務系 Administrative</div><div><input type="checkbox"/> 技能系 Blue Collar Trade</div><div><input type="checkbox"/> 保安系 Security</div><div><input type="checkbox"/> 医療系 Medical</div></div>	<div>募集人数 No. of Recruitment</div> <div>1 名</div>	<div>4.募集範囲 Area of Consideration</div> <div><input checked="" type="checkbox"/> 現 MLC/IHA 従業員 (部隊内) Current MLC/IHA Employee within Activity</div> <div><input checked="" type="checkbox"/> 現 MLC/IHA 従業員 (通勤圏内) Current MLC/IHA Employee in commuting distance</div> <div><input checked="" type="checkbox"/> 現 MLC/IHA 従業員 (全在日米軍) Current MLC/IHA Employee Japan Wide</div> <div><input checked="" type="checkbox"/> 外部 Off Base Applicant (提出先等 2 ページ目参照, See 2nd Page)</div>
<div>2.部隊 Activity</div> <div>勤務場所 Working Place: FISC Yokosuka, Far East Contracting Department, Sasebo Contracts Division</div>		<div>5.雇用の種類 Type of Employment</div> <div><input checked="" type="checkbox"/> MLC</div> <div><input type="checkbox"/> IHA <input type="checkbox"/> HPT</div> <div><input checked="" type="checkbox"/> 常用 Permanent</div> <div><input type="checkbox"/> 限定 Limited Term (____ カ月 Months)</div>
<div>3.勤務時間 Work Schedule (週 <u>40</u> 時間制 hrww)</div> <div>勤務日 Work Days: Monday to Friday</div> <div>勤務時間・休憩 Work Hours/Recess Period: 08:00-16:45/12:00-12:45</div> <div><input type="checkbox"/> 夜勤 Night Shift <input checked="" type="checkbox"/> 残業 Overtime <input checked="" type="checkbox"/> 出張 Business Travel</div>		
<div>6.職務内容 Duties</div> <div>Please see the attached position description.</div>		
<div>7.資格要件／身体条件 Qualification/Physical Requirements</div> <div>a. At least one year of clerical, technical, or administrative work experience in any field or completion of 4-years college/university in any field.</div> <div>b. Skill in operating computer such as MS Excel, Word and Power Point.</div> <div>c. Ability to speak, read and write English at average proficiency level (LAD-2).</div> <div>d. Overtime may be required of the incumbent at management's direction.</div> <div>Handicapped applicants may be accepted, depending on the degree and kind of disability.</div>		
<div>英語力 English Language Proficiency : <input type="checkbox"/> 必要なし None <input type="checkbox"/> 初級 Basic <input checked="" type="checkbox"/> 中級 Intermediate <input type="checkbox"/> 上級 Advanced <input type="checkbox"/> 特段の能力 Exceptional</div>		
<div>学歴 Educational Background : N/A</div>		<div>免許証／修了証 License/Certificate Required : 7/8 欄参照 See blocks 7 & 8</div>

<div>8.提出するもの Application and Associated Documents</div>		<div>職務状況 Working Condition</div>
<div><input checked="" type="checkbox"/> 空席応募用紙 Application for Vacancy Announcement (<input type="checkbox"/> 日本語で Japanese <input checked="" type="checkbox"/> 英語で English <input type="checkbox"/> どちらでも Either)</div> <div><input checked="" type="checkbox"/> 専門職務経歴書 Resume of Specialized Work Experience (上記と同じ言語で, Same language as above)</div> <div><input type="checkbox"/> 運転免許証の写し Copy of Driver's License</div> <div><input type="checkbox"/> 修了証／証明書の写し Copy of Certificate</div> <div><input checked="" type="checkbox"/> 資格を満たす英語力を証明する LAD の写し Copy of LAD certifying the required English level. * (注)</div> <div><input checked="" type="checkbox"/> 80 円切手を貼付し、応募者の郵便番号・住所・氏名を書いた返信用封筒 (12cm x 23.5cm) 12cm x 23.5cm Envelope with Applicant's Zip Code, Address, Name and a 80 yen stamp (MPS is unacceptable.)</div>		
<div>問い合わせ先 for Job Inquiries</div> <div>☎ 担当部署／担当者名 Office/POC 横須賀補給センター佐世保支所 資源管理部／Mr. 廣田 FISC Yokosuka Detachment Sasebo Administration Branch/Mr. Hirota ☎ (内線 / Extension) 252-3164</div>	<div>提出先 Office to Submit</div> <div>〒 857-0056 佐世保市平瀬町 米海軍佐世保基地民間人人事部雇用課 Hirase-cho, Sasebo City COMNAVFORJAPAN, HRO Sasebo Satellite Office MLC/IHA Employment Branch, Bldg# PW47 (受付時間 Customer Service Hours: 0800 – 1600) ☎ 0956-50-3656 (DSN: 252-3656)</div>	<div>事務処理欄 For Official Use</div> <div>PD No.: FISC-452.1-007</div> <div>PD is accurate and current. Certified by Activity: 451</div> <div>HRO: N136E</div>

外部応募者申込先 Place to Apply for Off-base Applicants

佐世保公共職業安定所 佐世保市稲荷町 2-3-0 電話：0956-34-8609

(受付 0900-1100, 1300-1600 Web Site: <http://www.hellowork.go.jp/>)

又はオンライン申し込み (駐留軍等労働者労務管理機構 Web Site: <http://www.lmo.go.jp/recruitment/>)

Sasebo Public Employment Security Office “HELLO WORK”: 2-30 Inari-cho, Sasebo

Phone: 0956-34-8609 (Service Hour: 0900-1100, 1300-1600 Web Site: <http://www.hellowork.go.jp/>)

On-line application request is possible. (Web site: <http://www.lmo.go.jp/recruitment/>)

外部応募者申込書類提出先 Place to Submit Applications for Off-base Applicants

独立行政法人 駐留軍等労働者労務管理機構 佐世保支部

〒 857-0056 佐世保市平瀬町 3-1 (電話：0956-23-7191 FAX：0956-23-9229)

受付時間：午前 9 時～午後 5 時；月曜日～金曜日（祭日を除く）

Labor Management Organization, Sasebo Branch: 3-1 Hirase-cho, Sasebo (Phone: 0956-23-7191 FAX：0956-23-9229)

Open from 0900 to 1700 hours. Monday through Friday (except Holidays)

応募要項を満たしていない場合、選考の対象になりません。Incomplete applications will not be considered.

提出された応募書類はお返ししません Submitted applications will not be returned.

* (注) 資格を満たす LAD 以上の証明書のコピーを持たない場合でも、それと同等以上の英語の能力を持っていると応募用紙に自己申告することによって応募資格があるとみなす。Applicants are qualified as self-certifying the required English ability on the application without LAD certification.

応募書類は募集締切日必着です。Eメールやファックスでの応募書類は受付できません。Applications must be received by the closing date of the Vacancy Announcement. Emailed and Faxed applications will not be accepted.

Task List (Concise but descriptive information)

1. Administratively assists the Contracting Officer in establishing Master Agreements for Repair and Alteration of Vessels (MSRA's) and associated Forward Priced Rate Agreements. Maintains permanent files of MSRA's insuring recurring data and certifications are kept current, complete and accurate. 3%
 2. Received requests for Contractual Procurement, which have been accepted by the Contracting Officer, and establishes "Bulk Fund" records for each contract action. Controls funds for each contract action through use of this record. 5%
 3. Prepares contract case files and subsidiary records for each contract action. Maintains contract files during contract performance, updating and modifying the contract as directed until contract completion. 20%
 4. Receives Contract Work Requests and associated specifications, which are reviewed by the Contracting Officer, prepares and issues solicitation documents, distributes the solicitation, and prepares bid abstracts upon receipt and opening of the bids by the Contracting Officer. 10%
 5. Types correspondence relating to contract actions and the contract activity in Sasebo including letters, reports, memorandums and other miscellaneous and various file documentation. 5%
 6. Prepares and types contract documents and modification, insures they are properly executed and funded, and distributes these to the customer, paying agent and contractors. 50%
 7. Receives contractor's invoices and final payment vouchers and prepares contract closing documents to be reviewed with the completed file by the Contracting Officer. 5%
 8. Retires closed records in accordance with records management criteria in the Federal Acquisition Regulation until the proper disposal date. Arranges disposal upon approval of the Contracting Officer. 2%
- Performs other related or incidental duties as required.